

SENT VIA CERTIFIED U.S. MAIL

PERSONAL AND CONFIDENTIAL  
(California Evidence Code §§1152, 1154)

June 26, 2018

Sent via Certified Mail: 7014 1200 0001 5571 7102  
Amazon, Inc.  
2125 San Bernardino Ave  
San Bernardino, CA 92408

Re: ***Helen Estrada v. Amazon, Inc.***  
**(LASC Case No. *Unfiled*)**  
**Formal Request for Employment and Payroll Records**

To Whom This May Concern:

Please be advised that our law firm has been retained by Ms. Helen Estrada (hereinafter referred to as "Ms. Estrada") to represent her with respect to all matters arising out of her employment with Amazon, Inc. (hereinafter referred to as "Amazon"). I am writing on behalf of Ms. Estrada, pursuant to the Labor Code section 226 and Labor Code section 1198.5, to formally request copies of all of her employment, personnel, payroll and timekeeping paper and electronic records; including but not limited to employment agreements, disciplinary write-ups, injury reports, lunch period waivers, break period waivers, pay stubs, copies of pay checks, punch cards, time slips, and time sheets.

Labor Code Section 226(c) reads in relevant part as follows:

"An employer who receives a written or oral request to inspect or copy records ... pertaining to a current or former employee shall comply with the request as soon as practicable, but no later than 21 calendar days from the date of the request. A violation of this subdivision is an infraction."  
*Labor Code Section 226(c)* (Emphasis Added)

Thus, Amazon has 21 calendar days from the date of receipt of this letter to provide copies, or make available for inspection, the employment and payroll documents requested above. If Amazon fails to do so in the time allowed, they will be liable for penalties. Labor Code Section 226(f) reads in relevant part as follows:

"A failure by an employer to permit a current or former employee to inspect or copy records within the time set forth in subdivision (c) entitles

the current or former employee or the Labor Commissioner to recover a seven-hundred-fifty-dollar (\$750) penalty from the employer.”  
*Labor Code Section 226(f)*

Further, Labor Code Section 1198.5 reads in part as follows:

“(a) Every current and former employee, or his or her representative, has the right to inspect and receive a copy of the personnel records that the employer maintains relating to the employee’s performance or to any grievance concerning the employee.”

(b)...The employer shall make the contents of those personnel records available for inspection to the current or former employee, or his or her representative, at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the employer receives a written request....”

*Labor Code Section 1198.5(a) and (b) (Emphasis Added)*

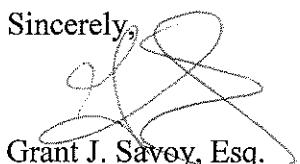
Amazon has 30 days from receipt of this letter to provide us with Ms. Estrada personnel records. If Amazon fails to do so in the time allowed, they will be liable for penalties. Labor Code Section 1198.5(k) reads in relevant part as follows:

“If an employer fails to permit a current or former employee, or his or her representative, to inspect or copy personnel records within the times specified in this section...the current or former employee or the Labor Commissioner may recover a penalty of seven hundred fifty dollars (\$750) from the employer.”

*Labor Code Section 1198.5(k)*

We look forward to receiving the records requested. Please see our client’s signed authorization enclosed herewith. Ms. Estrada has asked that any questions, inquiries or other communications about these matters be referred directly to my attention. Please feel free to contact me at the information above if you have any questions or concerns.

Sincerely,



Grant J. Savoy, Esq.

Attorney for Helen Estrada

cc: Client  
enclosure